SUBMITTING A VIDEO/AUDIO ASSIGNMENT



Your instructor may ask you to submit a video or audio file for an assignment. Instructors receive submitted assignments through ulearn.

Instructions

1. From the left-hand menu, click on the week or content area where the assignment is located.



2. Click on the name of the assignment.

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My Grades	Video Project
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3. Click on Write Submission.



Note: Since video and audio files are often large files, never submit them through the **Browse My Computer** option.

4. From the tool bar in the text box, click on the three small dots to expand the menu.







5. Click on the **Add Content** icon.

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6. Click on Kaltura Media.

Add content	Insert Local Files
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Additio	onal Tools
	Basic LTI tools
	Flickr Photo
	Kaltura Media
	SlideShare Presentation
	YouTube Video

7. To upload a video from your computer, click on **Add New** in the upper right hand corner, then select **Media Upload**. To record a video directly to Kaltura, click on **Express Capture**.

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8. Click on Choose a file to Upload.



9. Locate the file on your computer and click **Open**.

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10. Once the video file has finished uploading, click **Save and Embed.**

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11. Click **Submit** to submit your assignment.

or the toolbar, press ALT+F10	(PC) or ALT+FN+F10 (Mac).		
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12. A confirmation page will display when the assignment has been successfully submitted.



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